

State of Rhode Island and Providence Plantations
INFORMATION RESOURCES MANAGEMENT BOARD
Meeting Report
October 23, 2003

Member	Affiliation	Attended	
		Yes	No
Howard Boksenbaum (Representing Chair)	OLIS-RI Department of Administration	X	
Stephen Alves	RI Senate		X
Alice Barrows	Library Board of Rhode Island	X	
Brenda Brodeur	Budget Office—RI Department of Administration	X	
Maggie Dziadkiewicz	Office of Higher Education	X	
Michael Hogan	RI House of Representatives—Policy Office	X	
Nicholas Leporacci	RI Department of Mental Health, Retardation and Hospitals	X	
Janet Levesque	RI League of Cities and Towns		X
Raymond McKay	City of Warwick		X
Peter McWalters	RI Department of Elementary and Secondary Education		X
Dexter Merry	Public Telecommunications Authority	X	
James R. Monti, Jr.	West Warwick School District		X
Marvin Perry	RI Department of Labor and Training		X
A. T. Wall	RI Department of Corrections		X
Christopher Wessells	University of Rhode Island	X	
James Willis	Secretary of State's Office	X	
Don Wolfe	Member-at-Large	X	
William Wray	Citizens Financial Group		X
Other Attendees	Affiliation		
Carol Ciotola	OLIS-RI Department of Administration		
Frank Gonzalez	OLIS-RI Department of Administration		
Thomas Viall	New England Interactive (NEI)		

Action Item—Jim Willis will work with Tom Viall, Frank Gonzalez and Dexter Merry to develop a process to gather and present tracking data in a meaningful way.

Approved Motions—

1. *The September 18, 2003, Meeting Report was approved.*
2. *The Business Application and Registration (BAR) Proposal was approved.*

Chair's Report—H. Boksenbaum informed the Board that T. Collins would be reporting to the Governor this afternoon on Fiscal Fitness IT recommendations. The Chair asked H. Boksenbaum to represent him and serve as Chair.

September 18, 2003, Meeting Report—*Members approved the September 18, 2003, Meeting Report as presented, by unanimous consent.*

Portal Review Committee (PRC) Report—The General Manager's Report, with its accompanying Project Template, was distributed. T. Viall pointed out that negative numbers displayed on the template represent incorrect time estimates. H. Boksenbaum explained that this report with its changes represents a work in progress. As the Committee continues to refine this process, he encouraged members to provide feedback.

- At M. Hogan's request, T. Viall explained the "hits per day" reference in the report—those major pages being accessed daily on the Web. He noted that once in place, NEI's new tracking system will also track exist points, which will prove beneficial.

- D. Wolfe questioned the point of presenting this information. T. Viall explained that the portal serves as a directory or pass-through for state agency web sites.
- J. Willis offered access to the tools he uses to track data and asked in what format it would prove most useful to provide meaningful data.
- H. Boksenbaum suggested that those dealing with state web sites (T. Viall, J. Willis, F. Gonzalez, D. Merry, along with any others that deal with outside servers for quasi-public agencies) should meet to discuss the possibilities with and without changes. J. Willis suggested developing a referral tree. Those named will form a group to work together on this project.

H. Boksenbaum distributed the Business Application and Registration Scope Document.

- At A. Barrow's request, T. Viall presented a summary of this project, including the necessity for the form.
- D. Wolfe asked why this project should move forward, since the Project Grid presented within the Project Prioritization sheet indicates that the project will use substantial resources but produce little value. H. Boksenbaum, realizing that the chart was incorrect, stated that the BAR should actually be in the No. 1 box.

A. Barrows moved to: Approve the Business Application and Registration (BAR) Proposal. D. Merry seconded the motion, and it passed unanimously.

Fiscal Fitness Program (FFP) IT Activities—M. Treat will report on activities at next month's meeting. He was involved this afternoon with a Fiscal Fitness IT presentation to the Governor and unable to attend this meeting.

Communications Working Group (CWG) Report—H. Boksenbaum reported on: (1) RITERN 800 MHz Radios—To date, 66 have been installed and are operating at dispatcher/first responder stations throughout Rhode Island municipalities. The Group decided not to wait until all radios were installed to test the system; testing will begin on October 28. Installations have not yet occurred in hospitals, because they must first meet with the Department of Health and representatives of this Group to establish standard protocol for their placement. Additionally, there are several communities where dispatch offices are being remodeled, so installations will await completion of this work. H. Boksenbaum will attend a meeting this evening of the Rhode Island Association of Fire Chiefs to brief them on what can and cannot be done with the radios. Though this is a statewide interoperable system, a channel was borrowed from the Department of Transportation, which places severe limitations on it. (2) RINET-Muni—Four municipalities are currently in operation, and there has been a great deal of interest generated among many of the other municipalities. H. Boksenbaum explained that fiber will be run underground from the Department of Administration Building to the State House to take advantage of the RINET-Muni system. Specifications are being reviewed, and the Department of Transportation will be helping to conclude this work before winter arrives. (3) HEAR Radios—Due to the limited use of 800 MHz radios and to the critical need for EMTs and hospitals to communicate with each other, bioterrorism funds were used to purchase HEAR radios for hospitals. This radio system operates on a VHF frequency, which is what most of the emergency vehicles operate on. Currently discussions are ongoing to determine the best location in hospitals for these radios. (4) Three-Year Plan for Homeland Security—The CWG will participate in EMA's current effort to reformat this three-year plan for using homeland security funds. The federal requirements are more open-ended than in the past, since there is no longer an expiration date involved. The Group will revise the plan and will work with T. Collins to broaden the role of the CWG to include additional elements that might be needed. He invited members to provide input as well.

- J. Willis noted that with respect to the existing plan, EMA funds pay for some RINET-Muni activities. H. Boksenbaum noted that many funding streams have been brought together. This plan, a strategy document, must be submitted to the Federal Government in December. Beyond RINET-

Muni's extension to municipalities, there is also the need for it to extend to hospitals, local clinics, and the health component for schools.

- A. Barrows asked if there was redundancy within the state. H. Boksenbaum replied that there is redundancy within all three state systems—Rhode Island State Police, the Department of Transportation and RIPTA.

(5) Handheld radios—Motorola supplied various members of the CWG with handheld radios to determine state capacity. (6) RCC Report—RCC plans to submit its final communications assessment and analysis report at the Groups' next meeting. Afterwards, H. Boksenbaum will distribute copies to the IRMB. (6) Homeland Security Grant—The Town of Narragansett, with the help of the Governor's Office, applied for, and received, a \$3 million of a \$6 million homeland security grant to address the state's interoperability issue. It will establish a Washington County portion of the statewide plan.

Old Business—(1) H. Boksenbaum's review of the portal contract as to the Board's responsibilities—The contract states that IRMB and OLIS must be signatories to the Data-Providing Entities (DPE) agreements (also known as Sub-Servicing Agreements), and all terms and conditions of electronic access should be set forth in DPEs. Based on his review, H. Boksenbaum concluded that the IRMB must review all engagements of the portal, not just those that are fee-based.

- J. Willis asked if IRMB approval would be needed to share web services between state agencies. H. Boksenbaum replied that if no action were required on the part of NEI, then an agreement would not be necessary.
- T. Viall asked about instances where approval is needed quickly. H. Boksenbaum stated that this Board had delegated authority to T. Collins at an earlier meeting to approve such proposals, which would then be presented to the Board at its next meeting.

(2) Status report requests from J. Gammon on the final portal contract revisions—H. Boksenbaum explained that a meeting has been scheduled to finalize the revisions. (3) Letters of thanks from the Governor to those at Citizens Bank that assisted the Fiscal Fitness Program—H. Boksenbaum noted that T. Collins prepared these letters, which were then sent to the Governor's Office for signature. (4) Further exploration to have a panel discussion on communications networks placed on NASCIO's agenda—No action taken to date.

New Business—H. Boksenbaum announced that Chip Cyr would provide consulting services to the Chief Information Officer to develop some procedures for an IT plan and to establish a statewide IT architecture. He was a former private sector CIO for several companies and served on the Governor's Information Technology Task Force. Mr. Cyr's vita would be made available to those interested.

- M. Hogan asked if the DMV web site had been launched. F. Gonzalez replied that it would launch on November 6.

Next Meeting—Thursday, November 20, 2003, at 3 p.m. in Conference Room "C" (2d floor) of the Department of Administration building.